



PATROL ADMINISTRATION

PHOENIX POLICE DEPARTMENT

Rev. 10/15

Operations Order

7.1.00

PAGE 1

1. This policy applies to all employees assigned to first-line uniformed police duty.
2. **REPORTING FOR DUTY**
 - A. Uniformed employees will report for duty in full uniform at times established by their assignment or as determined by their supervisor.
 - B. If work demands permit, employees may return to their work stations 10 minutes before their scheduled end of shift.
3. **ASSIGNMENTS** - Squad supervisors will assign employees on their squad to a beat assignment prior to the start of shift.
 - A. Supervisors will assign two officers per beat whenever possible.
 - B. Each officer assigned to a beat has equal responsibility for calls for service within the beat.
4. **BRIEFING**
 - A. Supervisors will inform employees of the following information during daily briefing periods:
 - Patrol activity, with particular attention given to unusual situations, wanted persons, stolen vehicles, major investigations, etc.
 - Changes in schedules and assignments
 - Any new or changed policies and procedures
 - B. Employees may be periodically provided with in-service training during briefing; operational needs may dictate briefings be shortened or extended for this purpose with the prior approval of the on-duty lieutenant.
 - C. The **maximum** time allowed for precinct/squad briefings will be **20 minutes**.
 - Officers and supervisors **will be** available for radio traffic within **10 minutes** of the conclusion of briefing.
5. **PREPAREDNESS** - Supervisors will inspect and evaluate employee readiness to assume patrol duties daily.
6. **MEALS AND BREAKS**
 - A. Patrol officers are subject to calls at all times while on duty, including during times of meals (Code 7) and breaks (10-40).
 - B. When a meal (Code 7) or break (10-40) is required, officers will:
 - Request the meal or break via the radio.
 - Enter their Code 7 location on the Mobile Data Computer (MDC).
 - Continue to monitor radio traffic.
 - C. **Number of Officers Allowed at a Code 7 Location** - No more than two marked patrol units and four uniformed personnel will be allowed at any one eating establishment, exceptions must have prior approval of a supervisor.

	PATROL ADMINISTRATION	Operations Order 7.1.00
	PHOENIX POLICE DEPARTMENT	Rev. 10/15 PAGE 2

6. D. Location of Code 7

- (1) Patrol officers will not leave their squad area for a Code 7 or a 10-40, unless adequate eating facilities are unavailable, without the authorization of their supervisor.
 - Supervisors may authorize officers to cross adjacent squad or precinct boundaries if adequate eating facilities are not available, however, consideration should be given to the adjacent squad/precinct officers when allowing officers to cross boundaries.
- (2) A meal period may be taken at a private residence with supervisor approval provided the residence is in the officer's squad area.
- (3) Supervisors should ensure there is adequate coverage of the squad area when units are out of service for a meal period.

E. General Guidelines

- (1) Each 8 or 10 hour shift worked will include a meal period of 30 minutes.
- (2) Work hours also include two 15-minute breaks (10-40), when work demands allow; one during the first half of the shift and one during the second half of the shift.
- (3) When work demands permit, and with a supervisor's approval, officers may combine the 30 minute meal period with one of their 15-minute breaks to achieve a 45 minute meal period.
- (4) Break time is calculated as the total time the officer is away from work, not just the time spent at the specific place where food or beverage is consumed.
- (5) Police assistants, police aides, and commercial vehicle inspectors will adhere to the same policy as officers.

F. Missed Meal Breaks

- (1) Meal breaks will be taken as follows:

4/10	• Within the first eight hours of the work day
5/8	• Within the first six hours of the work day

- (2) If the guidelines listed in the table above are not possible, officers will notify their supervisor.
 - Supervisors will make every effort to ensure the officer receives a meal break.
- (4) Increased calls for service during shift change make it necessary that Code 7s are not granted during the employee's last work hour without a supervisor's approval.
- (5) When officers are on an assignment that requires constant manning, such as traffic control or securing a crime scene, they will notify their supervisor, who will make every effort to ensure they receive a meal break when operationally possible.
- (6) Meal Breaks During Overtime
 - (a) After four consecutive hours of overtime, an officer is entitled to a paid meal break of one half-hour.
 - (b) Officers are entitled to one meal break for every eight consecutive hours of overtime.

7. UNIT REMOTE LOG

- A. The Unit Remote Log (URL) maintained in the software of the MDC is an official Department record.
- B. Employees will enter accurate information into the URL.
- C. The URL is necessary for placing an employee at a certain location at a certain time as an official record of the duties performed and actions taken by each employee each day.
- D. Employees will log all activities into the URL.
 - (1) Occasions when employees are dispatched or otherwise assigned to investigate calls for service will be automatically included in the URL.
 - (2) All traffic and subject stops will be entered as radio calls.
 - (3) Subjects and vehicles related to a radio call will be added as "Entities" to the radio call, or noted in "Add Remarks" prior to sending disposition for the call.
 - (4) "Busy" codes will be used to accurately reflect status for administrative details such as meal breaks or report writing.
 - (5) Locations will be listed as a street address whenever possible rather than general locations such as "fairgrounds at Central Ave./McDowell Rd."
 - (6) Contacts not related to radio calls will include the following information in the URL:
 - Name
 - Date of birth
 - Gender
 - Race
 - License plate number (if applicable)
 - Reason for the contact

8. ROUTING PROCEDURES

- Paperwork routed to the Information Desk:

Corrections Memorandum	Ticket Book Citations (ATTCs and NOV's)
Court Continuance Request 80-87D	Ticket Book Covers
Memorandum	Special Service Reports (SSRs)

Last Organizational Review: